



Ruby Duncan Elementary School
250 W. Rome Blvd.
North Las Vegas, Nevada 89084
(702) 799-7100 Fax: (702) 799-7094

Dear Families,

We are glad your child attends Ruby Duncan Elementary School. We intend to do our best to help him/her feel safe, welcomed, and excited about learning. We are proud of our educational program. The staff at Ruby Duncan presents this handbook as a way to summarize our educational goals and to inform you about the basic operations of the school. The activities and procedures described within are based on regulations and policies of the Clark County School District. We believe that it is important that you know our expectations for student behavior and academic performance. These expectations can be achieved through close cooperation between home and school. Please review this information with your child. If you have questions, please feel free to contact us at 702-799-7100.

Sincerely,

Amy Manning
Principal

Administration

Mrs. Amy Manning, Principal
Ms. Sarah Payne, Assistant Principal

Office Staff

Mrs. Lisa Arellano, Office Manager
Ms. Alicia Porter,
Elementary School Clerk
Mr. Marquez Eagles, School Aide
Ms. Rachel Fakhouri, FASA
(First Aid Safety Assistant)
Ms. Andrea Swanson, Nurse

School Hours

Office Hours:	7:30 a.m. - 4:00 p.m.
Breakfast:	8:20 a.m. - 8:55 a.m.
Full Day kinder/Grades 1-5	8:55 a.m. - 3:06 p.m.
Early Childhood AM:	8:55 a.m. - 11:25 a.m.
Early Childhood PM:	12:35 a.m. - 3:06 p.m.

Sunrise Dreamers Ceremony begins at 8:45 a.m. sharp and is mandatory for all students with the exception of PM Early Childhood Classes. The playground will be supervised beginning at **8:35 a.m.** Students are ***NOT*** permitted on campus before that time unless they are enrolled in Safekey. This is to ensure the safety of all our students. Breakfast for students being dropped off or who walk/ride bikes will begin at 8:20 a.m. If your child is not eating breakfast at school, they are not allowed on campus until 8:35 a.m. We welcome all parents to join us for our Sunrise Dreamers Ceremony.

Mission Statement

Our mission is to inspire life-long learning by creating an environment that cultivates inquiry, cooperation, and high expectations throughout the Duncan community.

Leader in Me

At Ruby Duncan Elementary, we will be introducing the “Leader in Me” program with a full implementation during the 2018-19 school year. This program focuses on the 7 Habits of Highly Effective People. Leader in Me seeks to develop the whole person – mind, body, heart, and spirit. It starts with the belief that there is greatness in every student and every staff member. The following are the 7 Habits and what they mean:

1. **Be Proactive** – Don’t be reactive. Make choices and think through the consequences.
2. **Begin with the End in Mind**- Know what you want and how you are going to achieve it.
3. **Put First Things First** – Prioritize what you need to accomplish.
4. **Think Win-Win** – Listen to others ideas, be willing to consider new ideas, and compromise.
5. **Seek First to Understand, Then to be Understood** – Listen with your head and heart before you speak.
6. **Synergize** - Together we can always accomplish more.
7. **Sharpen the Saw** - Live a balanced life. Care for your body, heart, mind, and spirit.

Student Discipline

It is necessary that children learn to develop self-discipline in order to further their learning. We ask you to discuss with your children the importance and need for good behavior and a good attitude while at school. We will **NOT** tolerate fighting, disrespect towards others, obscene language or destruction of personal or school property. If inappropriate behavior continues, parents will be called to come in and help resolve the problem. Please refer to the CCSD publication, “Behaving Positively at School.”

Required Parent Conference

A Required Parent Conference (RPC) is issued anytime the administration determines that a student’s behavior requires the combined attention of the student, parent, teacher, and administrator. The parent will be notified to schedule an appointment with school personnel. An attempt will be made to include the teacher in all Required Parent Conferences.

Bike Riding

A locked bike parking area is provided at school. All students must park their bikes in this location during the school day. Parents are asked to **provide bike locks and helmets**. The school is NOT responsible for lost or damaged bikes. It is recommended that bike riding to school be limited to 3rd-5th grade students. Bikes and scooters must be walked on school grounds. Roller blades, skates, and skateboards are not permitted on campus. No roller shoes are permitted on campus.

Cellular Phone Policy

Student cell phones must be turned off and remain off during the instructional day and passing periods in compliance with CCSD Policy 5136. Phones left on vibrate/silent modes are subject to seizure. Cellular phones must be stored in a non-visible location (backpacks). Phones confiscated in violation of these guidelines will only be returned to a parent/guardian during non-instructional hours (see teacher). Additionally, parents are asked to silence their cellular phones while at the school. This ensures both compliance with the above guidelines and serves to set a positive example for students.

Use of the School Telephone

The telephone may be used by students only in case of an emergency. Forgotten books, lunch money, or permission to visit a friend after school are not considered emergencies. No messages will be taken by the office staff for students.

Dress Code

Below are the specific CCSD guide lines for dress code. The dress code is also listed on the Duncan ES website <http://rubyduncan.weebly.com/dress-code.html>.

Proper attire is to be worn to school by all students to foster the best learning environment. The CCSD dress code:

- Requires the wearing of shoes with soles. No flip flops. To ensure student safety, school policy requires all students to wear closed-toe and closed-heeled shoes.
- Prohibits crop tops (no skin showing between bottom of shirt/blouse and top of pants/skirts) ; strapless, low-cut clothing; clothing with slits; or tops and outfits that provide minimum coverage.
- Prohibits spaghetti straps; all sleeveless shirts must have straps at least three inches wide and that cover the shoulder.
- Requires that all shorts, shirts and dresses be fingertip length. Shorts must be hemmed and without fraying.
- Prohibits the wearing of headgear on campus, except for designated school-approved uniforms or at authorized athletic practices or activities.
- Prohibits slogans or advertising on clothing that by their controversial or obscene nature disrupts the educational setting. Clothing with spikes or studs is also prohibited.
- Required coats, mittens and scarves to be removed upon entering the classroom.

The school administration has the right to designate which types of dress or appearance disrupt or detract from the educational program and may be a potential safety hazard.

Students found in violation of the dress code policy will be sent to the nurse's office for a change of clothes or parents will be asked to bring a change of clothes to school. We appreciate your help in ensuring students are appropriately dressed.

Personal Belongings

Do not permit your child to bring balls, toys, electronic games, or other items to school which are not part of the educational program unless specifically approved by the teacher. Unauthorized items will be confiscated and held for parental pick up. **Parents are urged to print names on items such as lunch sacks/boxes, coats, and sweaters.**

Notice of Student Searches

Students are hereby informed that they will be subject to search when they enter campus after the beginning of the school day. This includes, but is not limited to, unauthorized returns. This notice does not exclude personnel, however, from searching a student at any time should there be reasonable suspicion of wrongdoing.

Lost and Found

Children are inclined to lose things. **Please mark all items clearly with your child's name.** This simple measure will help us to return lost items quickly. Students may claim lost items by checking the Lost and Found in the multi-purpose room. Lost items such as money, purses, jewelry, and glasses can be claimed in the front office.

School Absences

It is the responsibility of the parents to ensure regular attendance is maintained and the student is on time. The Clark County School District recognizes the problem of **student tardiness to class as a serious disruption** of the educational atmosphere in our schools. The distractions caused by students arriving late to class are unfair to the teacher and are an infringement on the educational

rights of other students. Certain elements of instructional activity and learning are irrevocably missed when students arrive late to class. Students who arrive at school after 8:55 a.m. will be marked tardy. When your child is absent, a written excuse must accompany the child upon returning to school. If a written excuse is not submitted within three days, the absence will be recorded as unexcused. An elementary student **MAY** be required to repeat the current grade if the total number of absences exceeds twenty (20) days for the entire school year. Absences are calculated by combining the number of excused and unexcused absences. Every three tardies equals a full day absence.

Transferring

It will become necessary for some of you to leave our school during the year. If possible, try to notify your child's teacher and the school office one week in advance so that we can help make your transfer speedy and efficient. Library books and textbooks must be returned **BEFORE** leaving.

Picking Up Children During School Hours

Students will not be released early after 2:30 PM. Whenever it is necessary to pick up your child during school hours the following procedures will be followed:

- All persons **must check in at the office**. Extreme care is exercised at all times when releasing children from our school.
- If the person picking up the child is not listed on the emergency contact list for the current school year, the child **WILL NOT** be released. Anyone picking a student up during the school day must be **18+ years of age**.
- Anyone picking up a student **WILL BE** asked for identification with a picture.

Visitors

Visitors are always welcome, but we ask that **ALL** visitors report to the office and check in with office staff. Persons who wish to visit a classroom must make **PRIOR** arrangements with the teacher or principal. Our responsibility for the safety of hundreds of students is taken very seriously. **All visitors must sign in at the computer in the front office and wear the printed visitor's badge while on campus. This badge must be visible at all times.**

Emergency Data

The school office must have current home and emergency telephone numbers and current addresses. It is essential that we have this information in case of an accident or illness. **Please visit the office with your child whenever this information is changed.**

Medication at School for Pre-Kindergarten through Fifth Grade

Medications should be given at school only when absolutely necessary. All medication, including over-the-counter medicines, requires a prescription from a licensed health care provider and must be stored in a labeled container. A standard prescription label is required for prescription medicines. A signed medication release form must be completed by the parent/guardian, and the medication must be kept in a secure location in the school health office.

Progress Reports-Report Cards

Teachers will issue progress reports every three weeks throughout the school year. These will inform you of your child's academic and social progress. All progress reports require a parent signature and must be returned to the teacher. Report cards are issued at the end of each semester.

Awards

Students have the opportunity to earn awards for academic achievement, citizenship, and attendance. The following awards are presented to students in grades Kindergarten through five:

Achiever of Excellence- Students who have all A's in all subjects for the semester on the report card. Students also have earned an E or S for citizenship in the second semester.

Achiever Award - Students who have A's and B's or all B's in all subjects for the second semester on the report card. Students also have earned an E or S in citizenship in the second semester.

Believer Award – A teacher will recognize two students in his/her class that have shown significant improvement/effort towards school for the semester.

Perfect Attendance – Any student who has zero absences and zero tardies for the semester.

Attendance Award - Any student who has missed three days or less for the entire year (three tardies equal one absence.)

Dreamer Award – A teacher will recognize 2 boys and 2 girls who has shown excellent citizenship throughout semester

Infinite Campus

Parents will have access to a communication system called Infinite Campus. This system automatically notifies parents of attendance concerns and gives parents and/or students access to grades and assignments, enhancing communication between parents and teachers. A link is available through our school website for your convenience. You must use your unique GUID number when initially setting up your parent account. Please visit the office with identification if you need your GUID number.

School Website

<http://rubyduncan.weebly.com>

Students and parents can find a wealth of information on our school website, including teacher contact information, calendar of current events, staff development days, holidays, cafeteria menus, etc. Find links to general information about our school as well as academic centered websites. Please speak to your child's teacher about other academic websites.

Food Services

On-line electronic application submission for free and reduced lunch is the preferred method versus a written application (available in the office or cafeteria) because it is much faster for approval, usually next day, and reduces errors. The on-line application is available at www.applyforlunch.com. Breakfast is available between 8:20 and 8:55 a.m in the multipurpose room. We encourage you to prepay for meals. Students can prepay for meals in the multipurpose room before the start of the instructional day or create an account at www.MySchoolBucks.com. This prevents lost or misplaced lunch money. Please check the menu and the prepaid lunch program on our school website at <http://ccsd.net/schools/Duncan/>.

Safekey Program

The Safekey Program is a recreational enrichment program provided by the City of North Las Vegas for children in grades K-5. Safekey is designed to meet the needs of working parents and

their children. The morning hours are 7:00 a.m. - 8:30 a.m. and the afternoon hours are 3:06 p.m. - 6:00 p.m. Pre-registration and pre-payment is required for attendance. We encourage **everyone** to register and pre-pay for one day in the case of an emergency. For further information, please call 702-633-1608.

A new after care policy has been developed. If a student is not picked up by 3:30 p.m., administration has the discretion to place the student in SafeKey at the parent's expense. If this occurs more than three times, CCSD police will be contacted to pick up the student.

Field Trips

Your child will bring home a permission form with the destination, date, and other important information for a field trip. This form **MUST** be signed and returned to the teacher. All field trips will be relevant to your child's grade level curriculum and in accordance with the CCSD curriculum guidelines.

Arrival Procedures

To facilitate a safe arrival procedures in the morning, we will be opening the drive thru portion of the parking lot for our new "Kiss n' Go" area. Parents will be able to drive thru the angled area, kiss their child goodbye, and continue on their way after the child has exited the car. Parents may not get out of the car in the designated "Kiss n' Go" area. The parking spaces will be blocked off starting at 8:25 a.m. to maintain the flow of traffic. Please drive cautiously through the parking lot area as students will be using the crosswalk in the parking lot and do not always pay attention to on-coming traffic. If you will be joining your child for our Sunrise Dreamers Ceremony, please park around the school.

Dismissal Procedures

Students will be released from their sunray located on the playground for parents picking up their child(ren). This is to ensure student safety. Parents may enter the playground at 3:06 p.m. at the gate by the Kindergarten playground. Any students who are not picked up by 3:11 p.m. will be brought to the front office and parent/guardians will be contacted. Administration has the right to place the child in Safekey at the parent's expense if the child is not picked up by 3:15 p.m. Parents picking their child(ren) up late must come into the front office with a picture ID for the child to be released. In addition, anyone picking up a child after dismissal **MUST** be on the emergency contact list and 18 years or older. Please see the front office, with your picture ID, if you need to add addition emergency contacts to your list.

Duncan Sunrise Dreamers Ceremony Agenda

1. **8:45 Percussion plays**—THIS IS THE SIGNAL TO LINE UP
Take Five/Eyes front...Arms folded...Stand tall...Lips quiet...Listen
2. **Pledge of Allegiance** followed by 30 seconds of silence
3. **Songs** (Variety of songs throughout the week)
4. **Power Oath, Power Motto, Power Pledge**
5. **Leader in Me Skill** skit, poem, visual representation, etc.
6. **Line of the day is chosen**
7. **Power Dismissal into building**

POWER OATH

I believe in the power of learning.
I believe in the power of books.
I believe in the power of words.
I believe in the power of practice.
I believe in the power of community.
I believe in the power of respect.
I believe I can excel in school.
I believe I have the power.

POWER STATEMENT

P is for pride.
O is for opportunity.
W is for willingness.
E is for effort.
R is for responsibility.
P-O-W-E-R
POWER THROUGH LEARNING

DUNCAN MOTTO

Good, Better, Best
Never let it rest
'Til the good gets better
And the better gets best.

POWER PLEDGE

I believe in myself and my ability to do my best at all times.
I will act in such a way that I will be proud of myself and others will be proud of me, too.
I will not waste this day because this day will not come again.

DUNCAN EFFORT STATEMENT

Why are we here? TO LEARN
What will it take? EFFORT
What will you give? 100%

DISCIPLINE PHILOSOPHY

The essence of good discipline is respect—respect for authority, respect for others, respect for self, and respect for rules. It's an attitude which begins at home, is reinforced at school, and applied throughout life.